



State of New Jersey

DEPARTMENT OF EDUCATION

Notice of Vacancy

The Commissioner of Education invites applications from qualified candidates for the following:

Reference Number: DOE-030-22

Title: Project Specialist

Range/Title Code: X98/60005

Salary: TBD

Position Number: 928839

Issue Date: May 23, 2022

Closing Date: June 6, 2022

Core Hours of Operation: 7:30 a.m. – 5:30 p.m.

Location: Trenton, New Jersey

Division: Division of Finance and Business, Office of Budget and Accounting

Description:

Under general direction of the Division Director, interact and coordinate with staff and Integrity Monitors related to all COVID19 related federal funding. Review and assess the management of any COVID-19 related contracts; review and assess the adequacy of all existing internal controls; conduct, or cause to be conducted, an internal risk assessment related to the disbursement of COVID-19 Recovery funds and the administration of COVID-19 Recovery programs. Based upon a risk assessment and other factors, in accordance with guidelines issued by the Taskforce, determine the need to retain an Integrity Monitor; work directly in accordance with the Integrity Monitor guidelines established by the COVID 19 Taskforce; determine and adhere to funding deadlines to ensure funds are properly and efficiently spent; ensure compliance with applicable state and federal reporting requirements; ensure compliance with applicable state and federal rules and requirements, including Uniform Guidance, civil rights laws, whistleblower protections, and other relevant laws; engage with audit staff to develop areas for future audit oversight; train staff as necessary on COVID-19 or grant-related compliance issues.

Requirements:

Education: Graduation from an accredited college or university with a Master's degree in Public Administration or Business Administration.

Experience: Four (4) years of experience in fraud prevention, auditing, or monitoring of federal grant funds. Working knowledge of federal Uniform Grant Guidance 2 CFR 200; General Education Provisions Act (GEPA); Education Department General Administrative Regulations (EDGAR).

Open to the Following:

In accordance with the New Jersey First Act P.L. 2011 c.70, effective September 1, 2011, new public employees are required to obtain New Jersey residency within one (1) year of employment.

Authorization to work: selected candidates must be authorized to work in the United States according to the Department of Homeland Security, United States Immigration and Customs Enforcement regulations.

Note: The State of New Jersey does not provide sponsorships for work visas.

Forward a cover letter and resume electronically to:

resume3@doe.nj.gov (include the Reference # in the subject line)

The New Jersey State Department of Education is an Equal Opportunity Employer, has an Affirmative Action Program, and will not discriminate against any person because of race, creed, religion, color, national origin/nationality, ancestry, age, sex/gender (including pregnancy), marital status/civil union partnership, familial status, affectional or sexual orientation, gender identity or expression, domestic partnership status, atypical hereditary cellular or blood trait, genetic information, disability, (including perceived disability, physical, mental, and/or intellectual disabilities), or liability for service in the Armed Forces of the United States, and is committed to Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.